



**TEMPORARY POSITION AVAILABLE  
MANCHESTER POLICE ACTIVITIES LEAGUE (MPAL)  
East Side Youth Academics/Activities Program Aide**



**Late March to Early June 2019**

\$10.50 per hour --9-10 hours per week / No Benefits  
Monday/Weds/Thurs 3 - 6pm (Program follows Manchester Public School Calendar)

**SUMMARY OF POSITION:** Under direction of the Program Supervisor or designee, the program aide is responsible for assisting with the daily programming and activities of the PAL East Side Youth Academic & Activities Club.

**KEY ELEMENTS**

- Provides mentorship and support for students Grades 1 through 4 in academics and life skills.
- Assists with the visual and auditory supervision of children.
- Provides basic direction for volunteer tutors.
- Works with staff from Manchester Police Department to ensure positive interaction during academics and activities.
- Assists with the planning, implementation, supervision of all activities.
- Assists in maintaining accountability of and is responsible for the health and safety of all participants.
- Provides assistance with design, setup, execution, and take down of various positive activities (Games, sports, movies, trips).
- Helps to maintain safety and cleanliness of facility and equipment.
- Helps foster good public relations with the local public and participant families.
- Communicates with supervisor as needed, on issues of uncompleted student work, behavior, and transportation.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE AND SKILLS:**

- Experience in working with school-aged children, elementary age preferred, in a youth development, education, or social/youth services related.
- Able to function well in a noisy, busy environment that includes the comings and goings of students and their parents, police officers, visitors, and other programs.
- Working knowledge of leisure skills such as arts & crafts, music, drama, physical fitness, nature, team and individual sports.
- Experience in youth programming and activities. Experience in supervision of youth.
- Knowledge of socio-cultural issues affecting youth. Ability to act as a role model and to deal tactfully in sensitive situations.
- Ability to communicate effectively, both orally and in writing. Ability to respond effectively to conflict with support from program staff.
- Ability to use or learn to use computers and other digital technology to track program data if required.

**REQUIREMENTS:** Experience or interest in Education, Early Childhood Education, Social Work, and Human/Youth Services or development, youth programming and activities greatly preferred. Combination of experience and education considered. Previous experience or interest in working with elementary school aged children highly desired. Excellent English skills are essential. Bilingual in Spanish a plus but not required. Must possess a valid Connecticut Driver's license and reliable transportation.

If interested please send letter of interest and current resume to: **ManchesterCTPAL@gmail.com**

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process. The Manchester Police Activities League shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation.*